



Add
Change
Delete

State of Utah
Division of Finance
Billing Profile

Billing Code

Requested by

Date	MM/DD/YYYY
Name	
Department	
Division	
Phone	

Remit to Address

Department		
Division		
Address		
City	State	Zip

Pay to Organization

Organization Name
Contact Name
Contact Phone

Invoices Only
Statements Only
Invoices and Statements

Invoice/Statement Receivable Due Date Lag

Statement Day Receivable Due Date Lag

Instruction Code Billing Collection Code

Agency Approvals:

_____ Agency Requestor	_____ Date	_____ Agency Chief Financial Officer or Agency Executive Director	_____ Date
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FOR FINANCE USE ONLY			
_____ Division of Finance Approval	_____ Date	_____ Entered By	_____ Date